



## North Bay Aviation EASA Supplement Student Handout

The Student Handout Consists of the following materials:

1. A hardcopy of the EASA Supplement Course
2. The EASA Supplement

These materials are assembled in one student handout to serve as reference materials to answer questions from the quiz.

## EASA Supplement Introduction



# Overview of North Bay Aviation's EASA Supplement Intro

*Click Anywhere On the Screen  
To Advance To the Next Slide.*

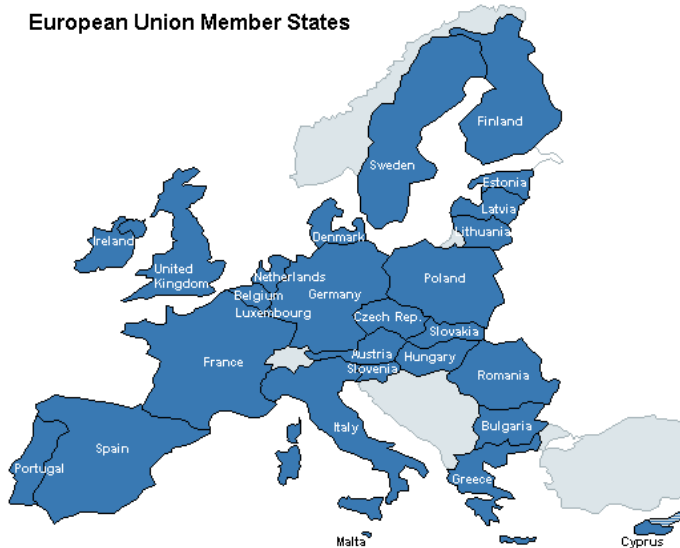
### **Slide 1 Welcome**

Welcome to North Bay Aviation's EASA Supplement Introduction Training. Your company works on components (articles) operated under the regulatory control of the European Union (EU) Member States. Also known as EU. The goal of this course is to understand the special conditions your Repair Station must meet in order to work on EU articles.

# European Union of States

## Bilateral Aviation Safety Agreement

European Union Member States



# BASA

**Slide 2** What is the basis, or rules and regulations that allows an American certificated repair station to work on articles that are under the jurisdiction of the European Union of States? It begins with a bilateral agreement between the United States and the European Union. A **Bilateral Aviation Safety Agreement** (or **BASA**) is signed between the EU (and its member states) and a non-EU country. It is used when the cooperation between the two sides aims at the mutual acceptance of certificates. The European Union is composed of 28-member states (28 countries). The EU's version of the FAA is the European Aviation Safety Agency or EASA. When we enter into a mutual agreement with EASA, we are in effect, entering into an agreement with the 28-member states.

# EASA Supplement

## Special Conditions



1. List of Effective Pages
2. Amendment Procedure
3. Introduction
4. Account Manager's Commitment Statement
5. Approval Basis and Limitation
6. Access by the EASA and FAA
7. Work Orders / Contracts
8. Approved Design Engineering Data
9. Airworthiness Directives
10. Release and Acceptance of Components
11. Certificate of Airworthiness (C of A) Validity
12. Release of Aircraft After Maintenance
13. Reporting of Unairworthy Conditions
14. Quality Assurance System (QAS)
15. Provision of Hangar Space for Aircraft
16. Contracted Maintenance
17. Human Factors
18. Air Carrier Line Station
19. Work Away from Fixed Location



**Slide 3 & 4 The EASA Supplement** is not a stand-alone manual. It is a supplement to the your North Bay Aviation's Repair Station and Quality Control Manuals. The supplement bridges the gap between the FAA CFR Part 145 and EASA's Part 145. Reduced down to its basic composition, the Supplement is a list of Special Conditions that closes the gap between the two regulatory bodies. There are 19 special conditions that the Repair Station must comply with to become EASA certificated. Following is the list of special conditions.

1. List of Effective Pages
2. Amendment Procedure
3. Introduction
4. Accountable Manager's Commitment Statement
5. Approval Basis and Limitation
6. Access by the EASA and FAA
7. Work Orders / Contracts
8. Approved Design Engineering Data
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15. Provision of Hangar Space for Aircraft Maintenance
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17. Human Factors
18. Air Carrier Line Station
19. Work Away from Fixed Location

## Special Condition #6

### Access by the EASA and FAA

The EASA and/or FAA must be allowed access to Gyros Unlimited, Inc., d/b/a North Bay Aviation's facilities, documents and records to verify compliance with procedures and standards and to also investigate specific problems. The Chief Inspector must ensure that records of the Gyros Unlimited, Inc., d/b/a North Bay Aviation's work will be kept/stored in such a manner which facilitates timely retrieval for review by both EASA personnel and/or FAA personnel investigating problems on behalf of the EASA.

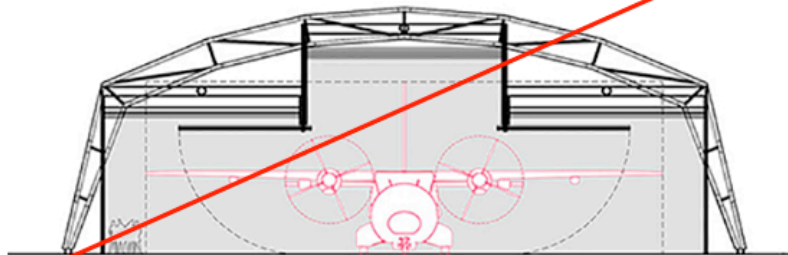
Gyros Unlimited, Inc., d/b/a North Bay Aviation must accept investigation and enforcement action that may be taken by EASA in accordance with any relevant EU regulations and EASA procedures and Gyros Unlimited, Inc., d/b/a North Bay Aviation will cooperate with these actions.

Slide 5 Special Condition #6 is an example of how North Bay meets the conditions set forth by EASA, which happens to be:

## Special Condition #15

### Provision of Hangar Space for Aircraft Maintenance

Gyros Unlimited, Inc., d/b/a North Bay Aviation is not rated to work on airframes, therefore, this paragraph is not applicable.



## **#6 ACCESS BY THE EASA AND FAA**

The EASA and/or FAA must be allowed access to Gyros Unlimited, Inc., d/b/a North Bay Aviation's facilities, documents and records to verify compliance with procedures and standards and to also investigate specific problems. The Chief Inspector must ensure that records of the Gyros Unlimited, Inc., d/b/a North Bay Aviation's work will be kept/stored in such a manner which facilitates timely retrieval for review by both EASA personnel and/or FAA personnel investigating problems on behalf of the EASA.

Gyros Unlimited, Inc., d/b/a North Bay Aviation must accept investigation and enforcement action that may be taken by EASA in accordance with any relevant EU regulations and EASA procedures and Gyros Unlimited, Inc., d/b/a North Bay Aviation will cooperate with these actions.

## **Slide 6 On the other hand Special Condition #15 PROVISION OF HANGAR SPACE FOR AIRCRAFT MAINTENANCE does not apply.**

Gyros Unlimited, Inc., d/b/a North Bay Aviation is not rated to work on airframes; therefore, this paragraph is not applicable.

## THE PRIMARY OBJECTIVE OF THE QUALITY ASSURANCE SYSTEM

The primary object of the Quality Assurance System (QAS) is to satisfy itself that it can deliver a safe product and it remains in compliance with Title 14 CFR Part 43, Part 145 and EASA Special Conditions

The basis goal of North Bay Aviation's Quality Control System is to "produce airworthy articles for our customers" i.e.; Owners/Operators of articles.



The end result is to produce a safe product. A safe product is an article that is airworthy.

**Airworthiness is the measure of an aircraft's suitability for safe flight.**

**Slide 7** While there are some differences between the EASA Quality Assurance System (QAS) and North Bay's Quality Control System, they share a common goal. In the EASA Supplement it is written:

"The primary objective of the Quality Assurance System (QAS) is to enable the organization to satisfy itself that it can deliver a safe product and that it remains in compliance with TITLE 14 CFR Part 43, Part 145 and the EASA Special conditions."

The end result is to produce a safe product. A safe product is an article that is airworthy.

**Airworthiness is the measure of an aircraft's suitability for safe flight.**

Gyros Unlimited, Inc., d/b/a North Bay Aviation Annual Internal Audit Plan															
	Audit Subject ▼	Audit Month ►	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
1	Repair Station & Quality Control Manuals														
2	Forms Manual														
3	Unserviceable Material & Scraped Parts Procedures														
4	Shelf Life Program														
5	Handling and Storage of Approved Parts														
6	Inspection System														
7	Shop Facilities, Housekeeping, Safety & Security														
8	Maintenance Performed for Air Carriers														
9	Training Program – RSTPM Manual														
10	Test Equipment Calibration														
11	EASA Procedures														
12	Technical Data														
13	Certificates														
14	Personnel														
15	Contract Maintenance Information														
16	Inspection Personnel														
17	Corrective Action Deficiencies														
18	Anti-Drug & Alcohol Program														
		<input type="checkbox"/> Audit Scheduled	<input type="checkbox"/> Carried out Corrective action required		<input type="checkbox"/> Audit Completed / Closed										
<b>Plan Developed By:</b>						<b>Quality Control Manager</b>				<b>Date Developed:</b>					
<b>Plan Approved By:</b>						<b>Accountable Manager</b>				<b>Date Approved:</b>					

(Revised 10/01/2012)

**Slide 8 The EASA Quality Assurance System places emphasis in two areas.** The first is an Independent Audit System. This is a process of sample audits to determine your Repair Station's ability to carry out all maintenance to the required standard. As you can see by the Audit Plan located in the Appendices of the EASA Supplement, the audit plan covers 18 items over the course of the year. This audit represents a long term commitment to monitoring compliance with standards that produces good maintenance practices and airworthy aircraft components.



## EASA Human Factors

1. General/Introduction to Human Factors
2. Safety Culture/Organizational Factors
3. Human Error
4. Human performance and limitations
5. Environment
6. Procedures, information, tools, and practices
7. Communication
8. Teamwork
9. Professionalism and integrity
10. Organization's Human Factors program



**Slide 9** The second emphasis is on detecting and rectifying maintenance errors attributable to human factors. EASA places a great deal of emphasis on Human Factors Training. As a result, the Repair Station provides Human Factor's training in the following areas.

1. General/Introduction to human factors
2. Safety Culture/Organizational factors
3. Human Error
4. Human performance and limitations
5. Environment
6. Procedures, information, tools and practices
7. Communication
8. Teamwork
9. Professionalism and integrity
10. Organization's Human Factors program

Human Factors training enables the Repair Station's ability to identify risk factors in the workplace and to mitigate those factors by through enacting safe practices.

# Next Step

The EASA Quality Assurance System is intended to “Supplement” not replace the Repair Station’s Quality Control System.

The Repair Station’s relationship with EASA is demonstrated through this supplement by understanding and interacting with the special conditions.

The quiz will give you an opportunity to demonstrate your ability to comprehend EASA’s Quality Assurance System.

Following this presentation you will need to download the North Bay Aviation EASA Supplement. We are going to review the Special Conditions found in the Bilateral Agreement. So, you will need to download the EASA Supplement to answer questions set forth in the quiz.

The goal is to learn how to find answers to questions by using the Supplement. In this way you may become more familiar with the manual and more apt to use it when you have questions about a procedure.

**Slide 10 The EASA Quality Assurance System is intended to supplement NOT replace North Bay’s Quality Control System.**

The Repair Station’s relationship with EASA is demonstrated through this supplement by understanding and interacting with the special conditions.

The quiz will give you an opportunity to demonstrate your ability to comprehend EASA’s Quality Assurance System.

Following this presentation, you will need to download the Repair Station’s EASA Supplement. We are going to review the Special Conditions found in the Bilateral Agreement. So, you will need to download the EASA Supplement to answer questions set forth in the quiz.

The goal is to learn how to find answers to questions by using the Supplement. In this way you may become more familiar with the Supplement and more apt to use it when have questions about a procedure.



## Training Instructions

1. Click on Download to Handout Button
2. Navigate back using your browser to the Quiz

Download Handout

Navigate Back to  
Take the Quiz

**Gyros Unlimited, Inc.**  
**d/b/a**  
**North Bay Aviation**

**EASA Supplement**

To FAA 14 CFR part 145 RSM/QCM for

**FAA Repair Station Number: UYVR051J**  
**EASA Approval No. EASA.145.5308**

**424 Executive Court North, Suite E**  
**Fairfield, CA 94534**

This Supplement does not form part of the FAA – Title 14 CFR PART 145 accepted RSM/QCM for Gyros Unlimited, Inc., d/b/a North Bay Aviation.

Compliance with this supplement, together with FAA TITLE 14 CFR Part 145 accepted RSM/QCM, forms the basis of the European Aviation Safety Agency (EASA) Part-145 approval.

This Supplement forms part of the applicant's obligations for EASA Part-145 approval as specified in the EASA Maintenance Annex Guidance (MAG).

*Glossary of Abbreviations* can be found in Appendix 5.

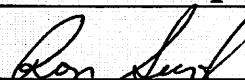
**Manual Control Number:**

003

**Assigned To:**

Chief Inspector

**Manual Approved By:**

  
Roger Siegal, Accountable Manager

## RECORD OF REVISIONS

REVISION NUMBER	REVISION DATE	REVISION NUMBER	REVISION DATE
Original	Original		
1	Complete Reissue		
2	Complete Reissue		
3	February 9, 2005		
4	December 15, 2006		
5	February 8, 2010		
6	October 1, 2012		
7	January 31, 2014		
8	December 1, 2015		
<b>9</b>	<b>July 18, 2016</b>		

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EASA Supplement  
TO FAA Title 14 CFR PART 145 Repair Station Manual (RSM/QCM)  
for FAA Repair Station No. UYVR051J

## 1. LIST OF EFFECTIVE PAGES

	Page Number	Revision Date	Revision Number
Title Page	1	<i>JUL 1/ 2016</i>	9
Record of Revisions	2	<i>JUL 1/ 2016</i>	9
Table of Contents	3	OCT 01/2012	6

Page Number	Revision Date	Revision Number	Page Number	Revision Date	Revision Number
4	<i>JUL 1/ 2016</i>	9	19	OCT 1/2012	6
5	DEC 1/2015	8	20	OCT 1/2012	6
6	<i>JUL 1/ 2016</i>	9	21	OCT 1/2012	6
7	DEC 1/2015	8	22	DEC 1/2015	8
8	<i>JUL 1/ 2016</i>	9	23	OCT 1/2012	6
9	<i>JUL 1/ 2016</i>	9	24	OCT 1/2012	6
10	<i>JUL 1/ 2016</i>	9	25	DEC 1/2015	8
11	OCT 1/2012	6	26	OCT 1/2012	6
12	JAN 31/2014	7	27	JAN 31/2014	7
13	<i>JUL 1/ 2016</i>	9	28	OCT 1/2012	6
14	<i>JUL 1/ 2016</i>	9	29	DEC 1/2015	8
15	OCT 1/2012	6	30	JAN 31/2014	7
16	DEC 1/2015	8	31	JAN 31/2014	7
17	OCT 1/2012	6	32	DEC 1/2015	8
18	OCT 1/2012	6			

EASA LEP's  
Approved for North Bay Aviation By:



Accountable Manager

Date: 7 / 18 / 16

EASA LEP's  
Accepted By:

  
FAA Primary Inspector

Date: 08 / 01 / 2016



## 2. AMENDMENT PROCEDURE

### A. Responsibility

Amendments to this Supplement shall be initiated, formatted and approved for processing by the Chief Inspector and then submitted to the Accountable Manager for final approval. When approved by the Accountable Manager, the amendment will be controlled by the Chief Inspector and submitted to the repair station's FAA CHDO for acceptance, on behalf of the EASA.

### B. Procedure

Upon approval of a revision by the Accountable Manager, the Supplement's revision will be issued to all holders of the Supplement for procedural change implementation. If the change is extensive then appropriate training will be accomplished for the affected personnel.

Each revision to the contents of the manual will have a LEP approved only by the Accountable Manager; FAA acceptance is after the fact. The revised LEP should be utilized as a checklist to verify the currency of the assigned Supplement. The FAA in due time will accept/disposition the revision and indicate acceptance by signing, dating and stamping the "Accepted by FAA box" at the bottom of the LEP and returning it, along with the NBA.019.F Revision Control Report form, to the Chief Inspector for filing in the Master EASA Supplement. If the FAA finds the revision to be unacceptable, see the following paragraph.

When a revision is found "not to be acceptable" due to "conflicting with regulatory requirements," by the FAA, the Quality Control Manager will be contacted by the PI who will be responsible for resolving all issues with the FAA, as expeditiously as possible. Once agreement has been reached on the changes required for acceptance - the Quality Control Manager will have the agreed upon manual revision(s) approved and implemented as expeditiously as possible

**Note:** Failure to ensure that the TITLE 14 CFR PART 145 Repair Station Manual, Quality Control Manual and this EASA Supplement are kept up to date, in respect of regulatory changes and that Gyros Unlimited, Inc., d/b/a North Bay Aviation's staff complies with the procedures therein could invalidate the EASA's Approval.

*AMMENDMENT PROCEDURES (Continued on next page)*



2. *AMMENDMENT PROCEDURES (Continued)*

C. Record of Revisions

Retain this record in the supplement. When a new revision is issued, the Chief Inspector or a designee will install the new revision into each EASA Supplement on the master manual assignment list. The EASA Supplement will be returned to the assigned manual holder, who will then audit the manual against the LEP and follow the instructions on the Revision Control Report (form NBA.019.F) acknowledging receipt and that they have read and understand the revision, then return the signed NBA.019.F form to the Chief Inspector. All Gyros Unlimited, Inc., d/b/a North Bay Aviation's personnel are to suggest revision requirements to the Accountable Manager through the Chief Inspector, when the need arises.

3. **INTRODUCTION**

This Supplement, in conjunction with Gyros Unlimited, Inc., d/b/a North Bay Aviation's TITLE 14 CFR Part 145 FAA accepted Repair Station Manual and Quality Control Manual is required for continued EASA approval of maintenance work on all components operated under the regulatory control of an EU Member State.

The Maintenance Annex Guidance (MAG) agreed between the FAA and EASA specifies the basic differences between EASA Part-145 and TITLE 14 CFR Part 145 and identifies these differences as "special conditions".

A TITLE 14 CFR Part 145 repair station can be EASA Part-145 approved when the repair station complies with the maintenance "special conditions" as detailed in this procedure and in addition to complying with TITLE 14 CFR Part 145 and 43.

This supplement is therefore intended to ensure that the organization is working in accordance with the EASA Part-145 Approval Certificate and to ensure that the differences between the EASA and FAA regulations are taken into account (i.e.; special conditions).

#### 4. ACCOUNTABLE MANAGER'S COMMITMENT STATEMENT

This Supplement, in conjunction with the FAA accepted TITLE 14 CFR Part 145 Repair Station Manual and Quality Control Manual, defines the organization, policies and procedures upon which EASA approval is based.

These procedures are approved by the undersigned and will be adhered to, as applicable, when maintenance work/orders are being progressed under the conditions of the EASA Part-145 approval.

It is accepted that repair station's procedures do not override the necessity of complying with any additional requirements formally published by the EASA and notified to Gyros Unlimited, Inc., d/b/a North Bay Aviation; from time to time.

It is understood that the EASA will issue an Approval Certificate and list Gyros Unlimited, Inc., d/b/a North Bay Aviation in an EASA published list whilst the EASA is satisfied that the procedures are being followed and work standards are being maintained. It is further understood that the EASA reserves the right to revoke the Approval Certificate of Gyros Unlimited, Inc., d/b/a North Bay Aviation if EASA considers that procedures are not being followed or standards not upheld.

**Roger Siegal, President**

For and on behalf of: **Gyros Unlimited, Inc. d/b/a North Bay Aviation**

\_\_\_\_\_, \_\_\_\_/\_\_\_\_/\_\_\_\_ date  
*Signature of Accountable Manager*

**Note:** Whenever the Accountable Manager is replaced, the new Accountable Manager must sign the statement to ensure continuous EASA Part-145 Approval **and** provide the responsible FAA Primary Inspector with the amendment of the supplement.

## 5. APPROVAL BASIS AND LIMITATION

EASA approval is based upon compliance with TITLE 14 CFR Part 145 and Part 43, except where varied by the conditions specified in the EASA BASA/MAG guidance. However, this approval must not exceed the ratings permitted by European Commission Regulation (EU) No. 1321/2014.

The approval of maintenance is limited to the scope of work permitted under the current Certificate issued by the FAA to Gyros Unlimited, Inc., d/b/a North Bay Aviation, only for work carried out within the USA, unless agreed otherwise on a case by case basis by the Joint Maintenance Coordination Board.

## 6. ACCESS BY THE EASA AND FAA

The EASA and/or FAA must be allowed access to Gyros Unlimited, Inc., d/b/a North Bay Aviation's facilities, documents and records to verify compliance with procedures and standards and to also investigate specific problems. The Chief Inspector must ensure that records of the Gyros Unlimited, Inc., d/b/a North Bay Aviation's work will be kept/stored in such a manner which facilitates timely retrieval for review by both EASA personnel and/or FAA personnel investigating problems on behalf of the EASA.

Gyros Unlimited, Inc., d/b/a North Bay Aviation must accept investigation and enforcement action that may be taken by EASA in accordance with any relevant EU regulations and EASA procedures and Gyros Unlimited, Inc., d/b/a North Bay Aviation will cooperate with these actions.

## 7. WORK ORDERS/CONTRACTS

The Chief Inspector shall insure, prior to the commencement of work by Gyros Unlimited, Inc., d/b/a North Bay Aviation on any article received from a customer, operator operating under the regulatory control of an EU Member State operating rules, that clear and understandable (in English) instructions are on hand from the customer, in the form of a **work order** (WO). The instructions on the work order must be specific as to what inspections, repairs, alterations, overhaul, Airworthiness Directives and parts replacement are to be carried out. Should non FAA approved documentation be required [i.e.; an EASA Airworthiness Directive (AD)] to accomplish the work order, the Chief Inspector must insure that technical, repair, inspection and certifying personnel have at hand a clear and understandable copy of the work specification/requirements documentation on any maintenance actions requested.

*WORK ORDERS/CONTRACTS (Continued on next page)*

7. *WORK ORDERS/CONTRACTS (Continued)*

If there are any questions about the interpretation of a work order or other work instructions, clarification shall be obtained from the Quality Control Manager/Chief Inspector, or equivalent, **before** work begins.

**Note:** In all cases the customer remains responsible for correctly informing Gyros Unlimited, Inc., d/b/a North Bay Aviation, by work order, of all required maintenance and alterations. Chief Inspector has the responsibility to verify the completeness of the work order prior to releasing it for accomplishment.

8. **APPROVED DESIGN ENGINEERING DATA**

The EASA approved design engineering data is normally data supplied by an EASA Design Organization Approval (DOA) holder, or data approved by the National Aviation Authority of the Type Certificate Holder (or equivalent), or data supplied by the customer and approved by the EASA. In all cases, the customer is responsible for confirmation that the data is approved prior to Gyros Unlimited, Inc., d/b/a North Bay Aviation's initiation of any work requiring such data. If there is no EASA customer (e.g., components being put into stock for service exchange or resale) then FAA approved data should be used in the normal manner.

Repair design data developed by U.S. originations/persons for use on EC-Registered aircraft and related articles.

A. Automatically Approved Data

- 1) The applicable provisions of Annex 1 to the Bilateral Agreement provide the basis for all automatically approved data.

**Note:** A critical component is defined as a part identified as critical by the design approval holder during the validation process, or otherwise by the exporting authority. Typically, such components include parts for which a replacement time, inspection interval, or related procedure is specified in the Airworthiness Limitations section or certification maintenance requirements of the manufacturer's maintenance manual or Instructions for Continued Airworthiness.

*APPROVED DESIGN ENGINEERING DATA (Continued on next page)*

8. *APPROVED DESIGN ENGINEERING DATA (Continued)*

2) For each individual repair design, this EASA approval is based on.

- Major repair data approved by FAA (as substantiated by an FAA letter or properly executed FAA Form 8110-3, 8100-9, or FAA Form 337)
- Minor repair data submitted by the TC/STC holder or appliance design approval holder, or
- Minor repair data determined to be acceptable data (under 14 CFR part 43) as determined by a U.S. Maintenance organization.

**Limitations: Regarding the acceptable minor repair design data described in Section B Appendix 1 paragraph 8b, an EASA Part-145 maintenance organization located outside the U.S. territory cannot declare that acceptable data under 14 CFR Part 43 may be used on an EU-registered aircraft unless that data has been previously used on an N-registered aircraft. Such data must be approved by EASA or under an EASA DOA for use by an EASA Part-145 maintenance organization located outside the U.S. territory. A reference to Executive Decision NO 2007/004/R shall be made in the release documents issued by the EASA Part-145 approved organization in releasing the relevant EU registered aircraft or component to service.**

B. Data That Requires Formal Approval

Repair design data on critical components, developed by organizations/persons that are not the TC/STC Holder, shall be submitted to the Agency for approval following the standard application procedure, with an EASA Form 31. Applicants do not need to hold a DOA if the repair data has been approved by the FAA.

C. Data developed under SFAR or by DER

This data is not automatically accepted by EASA. Hence the need for Gyros Unlimited, Inc., d/b/a North Bay Aviation to ensure that the customer provides evidence of approval by the customer's from EASA or confirms that Gyros Unlimited, Inc., d/b/a North Bay Aviation's FAA approved data is acceptable, **is very important.**

*APPROVED DESIGN ENGINEERING DATA (Continued on next page)*

8. *APPROVED DESIGN ENGINEERING DATA (Continued)*

It must be remembered that for dual release, the approved data must be approved/accepted by both the EASA and the FAA, at the time the article is returned to service.

D. Major Repairs, Alterations and Modifications

It is EASA's responsibility to approve major repairs/alterations/modifications that are "outside the box". Gyros Unlimited, Inc., d/b/a North Bay Aviation should verify that the customer has obtained or is in the process of obtaining any necessary approvals from the EASA or that the EASA has confirmed to the customer operator that FAA approved data is acceptable.

The Chief Inspector shall establish that the customer has obtained the necessary approvals or has initiated action to do so before Gyros Unlimited, Inc., d/b/a North Bay Aviation begins the required work. If there is no customer operator, appropriate FAA approvals shall be obtained as required by TITLE 14 CFR's appropriate Part. See Appendix 3 for guidelines on components, parts, etc. that are authorized for use during maintenance and alteration of a customer's property under the regulatory control of an EU Member State.

## 9. **AIRWORTHINESS DIRECTIVES**

For EASA member Authorities which issue their own AD's or accept FAA AD's and issue additional directives, Gyros Unlimited, Inc., d/b/a North Bay Aviation shall ensure that it knows what airworthiness directives the customer requires embodied. It may be necessary for the customer to supply the data and a copy to be maintained and documented with the work order.

Gyros Unlimited, Inc., d/b/a North Bay Aviation will review as required and subscribe to the EASA Airworthiness Directives publishing tool Webpage at [ad.easa.europa.eu](http://ad.easa.europa.eu) to ensure all applicable AD's have been reviewed for the work being performed under the approved rating.

Gyros Unlimited, Inc., d/b/a North Bay Aviation will review all applicable incoming customer repair order for possible applicable EASA AD's, the applicable AD's will be printed and attached to the CMM or Overhaul manual to allow access to all personnel and the AD number will be written in the work order as permanent record.

*AIRWORTHINESS DIRECTIVES (Continued on next page)*

9. *AIRWORTHINESS DIRECTIVES (Continued)*

The customer is responsible for specifying any AD's compliance required during maintenance by specifying in writing on their repair order. If there is no EASA customer operator at the time the repair work is being performed then Gyros Unlimited, Inc., d/b/a North Bay Aviation shall comply with current FAA airworthiness directives (AD's) when applicable.

## 10. RELEASE AND ACCEPTANCE OF COMPONENTS

- A. Release to service of components up to and including complete powerplants received from an EASA owner/operator shall be in carried out in accordance with 14 CFR § 43.9, except that Paragraphs 7 through 10 shall also be taken into account. At the completion of maintenance, Gyros Unlimited, Inc., d/b/a North Bay Aviation will issue FAA Form 8130-3.
- B. The FAA Form 8130-3 shall specify in block 11 the status of the component (i.e.; Repaired, Inspected, Overhauled, etc.) with relevant comments including detailed references to AD's, replacement parts, PMA parts and quote the reference and issue/revision of the approved data used in block 12 (See APPENDIX 3 for example completed FAA Form 8130-3 **dual release**). Blocks 13a through 13e are NOT to be used by the repair station. The latest issue of FAA Order 8130.21 should be reviewed prior to the completion of any FAA Form 8130-3.

**Note:** *In the case of maintenance carried out by a U.S. Based EASA Part-145 approved organization subject to the Agreement, EASA only recognizes the dual release FAA Form 8130-3 for component, engine or propeller maintenance.*

- C. Block 12 shall also contain the following statement:

“Certifies that the work specified in block 11/12 was carried out in accordance with EASA Part-145 and in respect to that work the component is considered ready for release to service under EASA Part-145 Approval Number: EASA.145.5308.”

- D. The signature of the person returning the component to service shall be in block 14b with the FAA Repair Station Certificate number in block 14c. This person shall be listed in Gyros Unlimited, Inc., d/b/a North Bay Aviation's RSM/QCM roster as authorized to issue the FAA Form 8130-3.

*RELEASE AND ACCEPTANCE OF COMPONENTS (Continued on next page)*

10. *RELEASE AND ACCEPTANCE OF COMPONENTS (Continued)*

- E. Please note that the sub clause “except as otherwise specified” is intended for use with two types of deviations as follows:
  - 1) The case where all required maintenance was not carried out. In this case, list the maintenance not carried out in block 12 and/or attachments.
  - 2) The case where the particular maintenance requirement was only EASA-approved and not FAA-approved. Example: an EASA Airworthiness Directive not approved by the FAA.
- F. Gyros Unlimited, Inc., d/b/a/ North Bay Aviation identifies in the RSM Section D and RSM-OP-009, and QCM-OP-117 how it maintains and revises the roster of personnel authorized to sign an FAA Form 8130-3 (maintenance release) for approving a maintained or altered article for return to service.
- G. Component means any component part of an aircraft up to and including a complete powerplant and any operational or emergency equipment.
- H. Only the following new and used serviceable components that meet the requirements listed below may be fitted during maintenance.
  - 1) New Components
    - a) New components must be traceable to the Production Approval Holder (PAH) and be in satisfactory condition for installation. An authorized release document, as detailed below, must accompany the new component.
    - b) For new components from a U.S.-PAH, release must be documented on an FAA Form 8130-3 as a new part.
    - c) For new components released by an EU-PAH, release must be in accordance with EASA Part-21 on EASA Form 1 as a new part.
    - d) For new components released by a Canadian-PAH, release must be on the Canadian Form One as a new part.
    - e) Fabricated parts, produced by an appropriately rated repair station with a quality system, for consumption into a repair or alteration of a product or article IAW 14 CFR part 21, section 21.9(a)(6), and part 43, are exempt to the foregoing provision.

*RELEASE AND ACCEPTANCE OF COMPONENTS (Continued on next page)*



10. *RELEASE AND ACCEPTANCE OF COMPONENTS (Continued)*

- f) Standard parts are exempt from the forgoing provisions, provided such parts are traceable to the manufacturer, accompanied by a conformity statement, and be in a satisfactory condition for installation.
- g) PMA parts may only be accepted as detailed in subparagraph 10(H)(1)(a) above and in the Technical Implementation Procedures (TIP).

2) Used Components

- a) Used components must be traceable to FAA- and/or EASA-certificated facilities that are approved and authorized to certify the maintenance, preventive maintenance, and/or alterations which they have performed. In the case of life limited parts, certified the life used. The used component must be in satisfactory condition for installation and be eligible for installation as stated in the PAH parts catalogue or aviation authority (AA) approval document. An authorized release document, as provided below, must accompany the used component.
- b) An FAA Form 8130-3 issued as a dual maintenance release must accompany used components from EASA-approved U.S.-based 14 CFR Part 145 repair stations.
- c) Used components from a 14 CFR Part 145 repair station not EASA-approved **must not** be used for dual release, even if accompanied by an FAA Form 8130-3.
- d) An EASA Form 1 issued as a maintenance release shall accompany used components from EASA Part-145 approved maintenance organizations not located in the U.S.
- e) A Canadian Form One issued as a maintenance release must accompany used components from a Canadian EASA-approved maintenance organization.

**NOTE: Canadian EASA-approved maintenance organizations will specify the EASA release and their EASA approval number in the remarks block of Canadian Form One.**

- f) Used components that have been issued a triple release (i.e., certifying compliance with FAA, EASA, TCCA requirements) on an EASA Form 1 as a maintenance release are acceptable.

## **11. CERTIFICATE OF AIRWORTHINESS (C of A) VALIDITY**

Gyros Unlimited, Inc., d/b/a North Bay Aviation is not rated to work on airframes; therefore this paragraph is not applicable.

## **12. RELEASE OF AIRCRAFT AFTER MAINTENANCE**

Gyros Unlimited, Inc., d/b/a North Bay Aviation is not rated to work on airframes; therefore this paragraph is not applicable.

## **13. REPORTING OF UNAIRWORTHY CONDITIONS**

When serious defects are found in E.U. regulated aircraft components then such fact must be reported to EASA on EASA Form 44, to the FAA, on FAA Form 8010-4 and/or on FAA SUPS Form 8120-11 per AC21-29 or in a form and manner acceptable to EASA with the information required per part 145 also report to the aircraft design organization, and the customer or operator within 72 hrs of discovery. When reporting to the EASA the identity of the customer must be included to allow follow up action. This will be done by the Accountable Manager in a time frame specified in EASA Part 145, when reportable problems are found on an aircraft, power plant, propeller or component thereof that is subject to the regulatory control of EASA.

## **14. QUALITY ASSURANCE SYSTEM (QAS)**

The primary object of the Quality Assurance System (QAS) is to enable Gyros Unlimited, Inc. d/b/a North Bay Aviation to satisfy itself that it can deliver a safe product and it remains in compliance with TITLE 14 CFR Part 43, Part 145 and EASA Special conditions.

The QAS audit system will include all contracted work in accordance with guidance given in Paragraph 16, Contracted Maintenance of EASA Supplement, as well as development of an audit plan annually that includes applicable paragraphs of 14 CFR parts 43 and 145 and EASA special conditions.

There are two elements to the system:

- (1) An independent audit system.
- (2) A Management/control and follow-up system.

The independent audit system is a process of sample audits of all aspects of Gyros Unlimited, Inc., d/b/a North Bay Aviation's ability to carry out all maintenance to the required standards. It represents an overview of the complete maintenance system and does not replace the need for technicians to ensure that they carry out maintenance to the required standard nor does it replace any associated inspection/quality control system. Independence shall be established by ensuring that audits are not carried out by the personnel responsible for the function, procedure or product being audited. The audit system shall cover the oversight of all facility operations which the EASA Approval Certificate has been approved to operate in. It is acceptable to use personnel from one section/department to audit the work and products of another section/department in accordance with procedures following this Paragraph, which defines the audit program.

Therefore Gyros Unlimited, Inc., d/b/a North Bay Aviation will maintain a quality assurance system that is independent of the maintenance repair process, including part/article repair, alteration and their release to service.

Overall responsibility for Gyros Unlimited, Inc., d/b/a North Bay Aviation's Quality Assurance System (QAS) is assigned to the Chief Inspector. The Quality Assurance System (QAS) Auditor reports directly to the Chief Inspector and reports indirectly to the Accountable Manager. The QAS Auditor is responsible for ensuring that the QAS program is accomplished according to the objectives and guidance established by the Accountable Manager by:

1. The accomplishment of QAS audits, providing support to responsible technical managers for the development of solutions to audit observations, and the completion of QAS audit reports.

*QUALITY ASSURANCE SYSTEM (QAS) (Continued on next page)*

14. *QUALITY ASSURANCE SYSTEM (QAS) (Continued)*

2. Special emphasis will be taken by the QAS Auditor, to detect and assist in rectifying maintenance errors attributable to human factors that may endanger the safe operation of aircraft.

The Chief Inspector will not censor QAS reports and in the case of conflict, all such reports will go to the Accountable Manager for resolution.

The Quality Assurance System Auditor function is assigned to the Chief Inspector's group and is responsible for:

1. Developing an annual Quality Assurance System (QAS) audit plan. All elements are to be checked at least once during the year.
2. Scheduling the resources for and managing all audits.
3. Coordinating and assisting in the analysis of any adverse findings and the development of solutions.
4. Developing a plan and schedule for the implementation of all long term solutions (>30 days) and interim fixes required.
5. Developing and maintaining QAS reports and records.
6. Ensuring that the Accountable Manager approves the annual QAS audit plan, receives all QAS audit summary results, quarterly corrective action status and any unresolved evaluations of outstanding corrective actions.
7. Acting as a liaison with the FAA/EASA on matters relative to this Supplement.

The audit system should cover the following:

***Procedural Audits:*** The audits will monitor compliance with required component standards and adequacy of the maintenance procedures to ensure that such procedures invoke good maintenance practices and airworthy aircraft components.

*QUALITY ASSURANCE SYSTEM (QAS) (Continued on next page)*

14. *QUALITY ASSURANCE SYSTEM (QAS) (Continued)*

**Product Audits:** The sample check of a product line means to witness any relevant testing and visually inspect the product and associated documentation. The sample check should not involve repeat disassembly or testing unless the sample check identifies findings requiring such action.

**Independent Audit System/Quality Assurance System Program**

The management control follow-up system cannot be contracted to outside persons and will consist of a system to ensure that all findings/discrepancies resulting from the independent audit system are corrected in a timely manner and to enable the Accountable Manager to remain informed of the state of compliance and any safety issues.

Accordingly, by the first day of December each year, an annual plan (See Appendix 1) for QAS audits to be conducted during the following calendar year is developed and is submitted to the Accountable Manager for approval. The plan contains a brief description of each audit. The audit plan will include the routine periodic audits of each area/subject and follow up audits of any area that previously required corrective action.

A product should be selected in each workshop and the sample audit program conducted at least once per year (twice per year in the case of a repair station with fewer than 10 employees and which chooses to contract the audit to an outside person except that in the case of procedures which are common throughout Gyros Unlimited, Inc., d/b/a North Bay Aviation, the procedures need only be audited once per year if there are no problems). The basic goal of the QAS program is to monitor compliance with TITLE 14 CFR Part 43, Part 145 and EASA's special conditions as detailed in the EASA/FAA MAG.

**Note:** If Gyros Unlimited, Inc., d/b/a North Bay Aviation's staffing falls to ten or less persons the product audit QAS function can be contracted to an outside person, who must be pre-approved by EASA. If there is 10 or less **and** the QAS function is contracted out – the product audit program must be accomplished twice a year, except for procedures which are common throughout the repair station which would be audited once per year, if there are no problems.

Each year, the audit program as reflected in the plan must include at least the following elements:

*QUALITY ASSURANCE SYSTEM (QAS) (Continued on next page)*

14. *QUALITY ASSURANCE SYSTEM (QAS) (Continued)*

1. A product line which is any one aircraft or engine accessory or instrument/gyro or mechanical product line where the systems and procedures are very similar throughout that product line, (i.e. primary product lines).
2. As a general rule, Gyros Unlimited, Inc., d/b/a North Bay Aviation will pick one item from each of its class ratings to perform the product audit.

All audits of product lines should be similar in purpose and function and used as the basis of other structured audits; except in the case of: stores or MTE audits, etc. – when a random selection of parts /items should be used for the audit. The annual audit can be a once per year exercise or subdivided over a year period in accordance with an audit program.

The annual QAS audit programs, [see examples (i.e., common and specific) in Appendix 1], will be conducted using common and specific check lists designed to review a primary product system, procedures, manuals; interviews with personnel and observation of work in progress by independent QAS auditors.

Any audits (i.e., OEM, CASE, Air Carrier, FAA/NASIP, and EASA) and their corrective actions are included as part of the QAS program records and shall supplement, but not replace Quality Assurance System audits required to be conducted under Gyros Unlimited, Inc., d/b/a North Bay Aviation's QAS program.

**Management Control and Follow-up System**

Any unexplainable findings or concerns found during each audit will be documented on a QAS Audit Non-Conformance Write-up and Worksheet Form (see Appendix 4) and be also included in a report to the responsible manager of each technical area audited, their manager and the Chief Inspector. In addition, any unresolved observations will be also included in a quarterly report to the responsible department manager and the Accountable Manager. All rectification actions will be documented on the QAS Audit Non-Conformance Write-up and Worksheet Form, attaching additional sheets as required making a complete documentation package. Those observations that will require long term solutions (i.e.; 30 days or more) developed by the responsible manager(s) and accepted by the Accountable Manager, will be documented by the QAS function in a corrective action plan – complete with interim corrective actions, permanent fixes with timetable, milestones and follow-up established for each substantial action required.

*QUALITY ASSURANCE SYSTEM (QAS) (Continued on next page)*

14. *QUALITY ASSURANCE SYSTEM (QAS) (Continued)*

Quarterly status reports on all audit observations will be created by the responsible managers that were audited during this planning period. Reports and results are to be presented in a QAS Review meeting with the Accountable Manager.

**Corrective Actions**

The responsible technical manager(s) are responsible for coordinating the development and implementation of corrective actions that are satisfactory to the QAS Auditor, whenever problems are identified through QAS audits. On long term problem rectifications – the solution implementation schedule will be developed by the responsible technical area manager with assistance of their manager and QAS Auditor as required, approved by the Accountable Manager and progress monitored by the QAS function.

**Note:** All investigative analyses for the development of corrective actions must address any ***maintenance errors*** that may endanger the safe operation of aircraft. All corrective actions must address resources, human performance limitations, shift turnover and how personnel can be trained to ensure an understanding of the application of human factors principals. See Paragraph 17 of this document for Human Factors Training requirements.

Corrective actions will be derived from an analysis of the problem's extent and "root" cause to be sure that all affected activities or parts are identified. Then and only then will any – immediate action required be taken, interim action required be determined and the development and implementation of a permanent solution be initiated. All long term permanent solutions (>30 days) will be accomplished with a plan and timetable and be approved by the Accountable Manager before permanent rectification is initiated.

The implementation of corrective actions will be monitored through quarterly status reports and reviews of progress or lack of it at the Accountable Manager's staff meetings, as required. Corrective action implementation and/or rectification will be verified through the use of special follow-up audits.

The Accountable Manager will be responsible for ensuring that:

1. The objectives of the annual audit plan are met.

*QUALITY ASSURANCE SYSTEM (QAS) (Continued on next page)*

**14. QUALITY ASSURANCE SYSTEM (QAS) (Continued)**

2. The results of all audits are reviewed by responsible technical managers as soon as possible after they are documented.
3. Required resources are made available to timely resolve the non compliance.
4. All problems are appropriately addressed.
5. All rectifications to problems are implemented in a timely and cost effective manner.

**Records**

The QAS Auditor will develop and maintain a system of records to document the QAS program, the results of audits, the corrective actions taken to respond to problems and other records required to properly manage the QAS program. Audit records will be maintained for a period of at least 3 years.

These records are confidential internal documents that are the property of Gyros Unlimited, Inc., d/b/a North Bay Aviation. Records of audits, corrective actions and results will be made available for FAA and/or EASA review at Gyros Unlimited, Inc., d/b/a North Bay Aviation's business address during normal working hours of the QAS function.

**15. PROVISION OF HANGAR SPACE FOR AIRCRAFT MAINTENANCE**

Gyros Unlimited, Inc., d/b/a North Bay Aviation is not rated to work on airframes; therefore this paragraph is not applicable.



## 16. CONTRACTED MAINTENANCE

- Note:** When part of the maintenance is contracted to another organization, Gyros Unlimited, Inc., d/b/a North Bay Aviation must ensure that the other organization(s) are either approved by the EASA for the maintenance they carry out or such contracted organization(s) must work under the repair station contracted provisions stated in TITLE 14 CFR Part 145.
- A. All organizations contracted by the repair station must be listed by the repair station stating against each organization whether it is EASA approved or under the repair station control in accordance with TITLE 14 CFR Part 145. A current list of approved vendors must be maintained and contain the company names, physical address, copies of the EASA repair station certificate numbers and approved rating(s) if applicable as a minimum, and must be made available to EASA on request.
- B. Gyros Unlimited, Inc., d/b/a North Bay Aviation will qualify and audit contracted vendors as described in Repair Station Manual (RSM) section E Step 9, RSM OP-007, RSM OP-008, Quality Control Manual (QCM) OP-107 and QCM OP-122. The results of these audits will be stored as described in QCM OP-109.
- 1) Gyros Unlimited, Inc., d/b/a North Bay Aviation will provide written instructions on repair order of the current approved repair data with each repair order issued to the contractor. The approved repair data information will be inspected during the receiving inspection process in order to verify FAA/EASA 8130-3 certification properly documents the contracted maintenance was returned to service with current approved data. This will assure the contractor will use the current approved data for continued airworthiness.
  - 2) For subcontracting maintenance involving Non-EASA approved contractor(s), only FAA approved contractors will be used. In the case of a Non-EASA Certified contractor being used, Gyros Unlimited, Inc., d/b/a North Bay Aviation will be responsible for approving return to service, each item on which work was performed which Gyros Unlimited, Inc., d/b/a North Bay Aviation is EASA-approved and rated for maintenance to ensure airworthiness.
    - a) Gyros Unlimited, Inc., d/b/a North Bay Aviation will have the responsibility to inspect and final approve any and all Non-EASA approved contracted work upon receiving inspection before returning to service and will do so with properly trained and documented receiving personnel which is described in the QCM OP-122.

*CONTRACTED MAINTENANCE (Continued on next page)*

16. *CONTRACTED MAINTENANCE (Continued)*

- b) Any Non-EASA approved contractor will be under the control of Gyros Unlimited, Inc., d/b/a North Bay Aviation's Quality Assurance Systems and the contracted maintenance and will be fully inspected for compliance with this supplement.
  - c) If Gyros Unlimited, Inc., d/b/a North Bay Aviation does not hold the approved certificated ratings to determine the quality of the contracted work or if the contracted item must be disassembled to determine the quality of work performed, then the work can only be contracted to an EASA-approved facility that is able to perform the requested work and issue a return to service document for the work performed and be responsible for the work.
- 3) Contracting to EASA-Approved facilities
- a) When contracting maintenance to an EASA-approved repair station the contracted maintenance organization will be responsible for approving the return to service for each item on which it has worked.
  - b) Gyros Unlimited, Inc., d/b/a North Bay Aviation will use procedures outlined in RSM section E Step 9, RSM OP-107, RSM OP-108 to monitor EASA-approved certification and rating(s). The intended contract maintenance to a vendor will be reviewed to verify the vendor is EASA-approved and rated for this maintenance function.
  - c) Gyros Unlimited, Inc., d/b/a North Bay Aviation will inspect each item to make sure that specifications/instructions supplied to the contractor were completed properly based on visual, dimensional, proper count etc. and that the proper documentation has been supplied and supplied documents will be retained as permanent record.
- 4) Receiving Inspections
- a) The receiving inspections described in QCM OP-111 will be used for inspecting the work performed by a contractor on all items that are being returned to service.
  - b) Receiving inspection personnel will be trained using NBA RSTMP guidelines along with specific receiving inspection instructions covered in QCM OP-111.

*CONTRACTED MAINTENANCE (Continued on next page)*

**16.     *CONTRACTED MAINTENANCE (Continued)***

- c) No EASA contracted maintenance will be allowed to be used to return to service without receiving inspection acceptance.
- d) The receiving inspection personnel will use QCM OP-111 for technical review of the maintenance contractor's documentation in order to make an airworthiness determination of each item received.
- e) All receiving records will be stored as described in QCM OP-109.

**17.     HUMAN FACTORS**

Gyros Unlimited, Inc., d/b/a North Bay Aviation has in place a Human Factors training program that relates to maintenance practices. The procedures for all types of training requirements are explained in the NBA RSTPM. Human factors training at a minimum will cover the following topics:

- 1. General/Introduction to human factors
- 2. Safety Culture/Organizational factors
- 3. Human Error
- 4. Human performance and limitations
- 5. Environment
- 6. Procedures, information, tools and practices
- 7. Communication
- 8. Teamwork
- 9. Professionalism and integrity
- 10. Organization's Human Factors program

## **18. AIR CARRIER LINE STATION**

Gyros Unlimited, Inc., d/b/a North Bay Aviation does not have any line stations that perform maintenance for air carriers; therefore this paragraph is not applicable.

## **19. WORK AWAY FROM FIXED LOCATION**

Work away from Gyros Unlimited, Inc., d/b/a North Bay Aviation's fixed location is not authorized at this time. If needed, Gyros Unlimited, Inc., d/b/a North Bay Aviation will receive permission from the FAA and notify EASA with the required information prior to commencement of work.

## **20. INITIAL AND CONTINUATION DOCUMENTATION**

Gyros Unlimited, Inc., d/b/a North Bay Aviation will forward copies of EASA's continuation approval documentation to the PI at FSDO upon receipt.

## **21. APPENDIX TABLE OF CONTENTS**

Appendix 1	NBA Annual Internal Audit Plan
Appendix 2	Internal Audit Procedure
Appendix 3	Completed Release Certificate (FAA Form 8130-3)
Appendix 4	Nonconformance Write-Up Quality Assurance Systems Audit
Appendix 5	Glossary of Abbreviations

EASA Supplement  
TO FAA Title 14 CFR PART 145 Repair Station Manual (RSM/QCM)  
for FAA Repair Station No. UYVR051J

Appendix 1


NBA Annual Internal Audit Plan

Gyros Unlimited, Inc., d/b/a North Bay Aviation Annual Internal Audit Plan														
	Audit Subject ▼	Audit Month ►	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1	Repair Station & Quality Control Manuals													
2	Forms Manual													
3	Unserviceable Material & Scraped Parts Procedures													
4	Shelf Life Program													
5	Handling and Storage of Approved Parts													
6	Inspection System													
7	Shop Facilities, Housekeeping, Safety & Security													
8	Maintenance Performed for Air Carriers													
9	Training Program – RSTPM Manual													
10	Test Equipment Calibration													
11	EASA Procedures													
12	Technical Data													
13	Certificates													
14	Personnel													
15	Contract Maintenance Information													
16	Inspection Personnel													
17	Corrective Action Deficiencies													
18	Anti-Drug & Alcohol Program													
			<input type="checkbox"/> Audit Scheduled	<input type="checkbox"/> Carried out Corrective action required					<input type="checkbox"/> Audit Completed / Closed					
<b>Plan Developed By:</b>			<b>Quality Control Manager</b>						<b>Date Developed:</b>					
<b>Plan Approved By:</b>			<b>Accountable Manager</b>						<b>Date Approved:</b>					

(Revised 10/01/2012)

## Appendix 2

## Internal Audit Procedure

	<b>NORTH BAY AVIATION</b>	
FAA Repair Station # UYVR051J	424 EXECUTIVE COURT NORTH • SUITE: E • FAIRFIELD, CA 94534 TELEPHONE (707) 863-4970 • FACSIMILE (707) 863-4968	
<hr/> <b>Internal Audit Procedure</b> <hr/>		
<ol style="list-style-type: none"><li>1. The following internal audit is to be completed by the assigned auditor for the calendar year of _____.</li><li>2. Each subject matter will be scheduled and completed by December 31<sup>st</sup> of the year.</li><li>3. All non-conformance items found during the audit will be recorded on form NBA.022.F and stored with the internal audit records for the applicable year.</li><li>4. All non-conformance items recorded shall be corrected within 30 days of the audit findings.</li><li>5. At the completion of the internal audit the results will be reviewed by the Chief Inspector.</li></ol>		
_____ Auditor (Print Name)	_____ Signed	_____ Date
_____ Chief Inspector (Print Name)	_____ Signed	_____ Date
Page 1 of 29		

Appendix 3

Completed Release Certificate (FAA Form 8130-3)

<b>1. Approving Civil Aviation Authority/Country:</b> FAA / UNITED STATES		<b>2. AUTHORIZED RELEASE CERTIFICATE</b> FAA FORM 8130-3, AIRWORTHINESS APPROVAL TAG		<b>3. Form Tracking Number:</b> XXXXXX	
<b>4. Organization Name and Address:</b> NORTH BAY AVIATION 424 EXECUTIVE CT N STE E FAIRFIELD, CA 94534-4019 (UYVR051J) Tel: 707-863-4970 / Fax: 707-863-4968				<b>5. Work Order/Contract/Invoice Number:</b> XXXXXX	
<b>6. Item:</b>	<b>7. Description:</b>	<b>8. Part Number:</b>	<b>9. Quantity:</b>	<b>10. Serial Number:</b>	<b>11. Status/Work:</b>
1	NAVIGATION LIGHT	30-1099-1M	1	1136	REPAIRED
<b>12. Remarks:</b>  Serviced in accordance with CMM/DWG 33-40-95 revision 5 issued APR-15-2008. No SB's or AD's were complied with. Full details of work documented on Work Order No. XXXXXX.					
SAMPLE					
<p>This repair station certifies that the work specified in Block 11/12 was carried out in accordance with EASA Part-145 and in respect to that work the component is considered ready for release to service under EASA Part-145 Approval Number: EASA.145.5308.</p>					
<b>13a. Certifies the items identified above were manufactured in conformity to:</b> <input type="checkbox"/> Approved design data and are in a condition for safe operation <input type="checkbox"/> Non-approved design data specified in Block 12.					
<b>14a. <input checked="" type="checkbox"/> 14 CFR 43.9 Return to Service <input type="checkbox"/> Other regulation specified in Block 12</b> Certifies that unless otherwise specified in Block 12, the work identified in Block 11 and described in Block 12 was accomplished in accordance with Title 14, Code of Federal Regulations, part 43 and in respect to that work, the items are approved for return to service.					
<b>13b. Authorized Signature:</b>		<b>13c. Approval/Authorization No.:</b>		<b>14c. Approval/Certificate No.:</b>	
<b>13d. Name (Typed or Printed):</b>		<b>13e. Date (dd/mm/yyyy):</b>		<b>14e. Date (dd/mm/yyyy):</b>	
				31 / Jan / 2014	
<b>User / Installer Responsibilities</b>					
<p>It is important to understand that the existence of this document alone does not automatically constitute authority to install the aircraft engine/propeller/article. Where the user/installer performs work in accordance with the national regulations of an airworthiness authority different than the airworthiness authority of the country specified in Block 1, it is essential that the user/installer ensures that his/her airworthiness authority accepts aircraft engine(s)/propeller(s)/article(s) from the airworthiness authority of the country specified in Block 1.</p> <p>Statements in Blocks 13a and 14a do not constitute installation certification. In all cases, aircraft maintenance records must contain an installation certification issued in accordance with the national regulations by the user/installer before the aircraft may be flown.</p>					
NSN: 0052-00-012-9005					



Appendix 4

Nonconformance Write-Up

<b>North Bay Aviation</b>		Page 1 of 2
<b>Repair Station Number UYVR051J</b>		
<b>NBA.022.F</b>		
<b>Nonconformance Write-Up</b>		
<b>Quality Assurance System Audit</b>		
<input type="checkbox"/> Finding <input type="checkbox"/> Concern <input type="checkbox"/> Observation		
<b>Quality Auditor:</b>		<b>Date:</b>
<b>ITEM NUMBER:</b>	<b>Audit Item Reference:</b>	<b>ATA Product Type Audited:</b>
	<b>WRITE-UP:</b>	
<b>NOTIFIED:</b>		<b>Notification Date:</b>
<b>Findings Corrective Actions taken:</b>		
<b>Findings Corrective Actions Completed By:</b> _____ (Responsible Manager Signature)		<b>Date Completed:</b> _____
<b>Completion verified and approved by Accountable Manager:</b> _____ (Accountable Manager Signature)		<b>Date:</b> _____
<b>COMMENTS OR QUESTIONS:</b>		
<b>Follow-Up Required:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes <b>Date Of Follow-Up:</b> _____		
<b>Results:</b>		
<b>Follow-up completions verified by Quality Auditor:</b> _____ (Authorized Signature)		<b>Date:</b> _____

FORM: NBA.022.F (R2) DATE: JANUARY 31, 2014

EASA Supplement  
TO FAA Title 14 CFR PART 145 Repair Station Manual (RSM/QCM)  
for FAA Repair Station No. UYVR051J

Appendix 4

Nonconformance Write-Up (Continued)

Page 2 of 2
<b>North Bay Aviation</b> <b>Repair Station Number: UYVR051J</b> <b>NBA.022.F NON CONFORMANCE WRITE-UP WORKSHEET</b>
1) Problem statement and its effect on the quality system:
2) Action to be taken to correct specific finding:
3) Root cause of the problem:
4) Action taken to correct and prevent recurrence of root cause:
5) Action taken to determine if other product types are affected by same or similar findings/ recommendations:
6) If corrective action will take less than thirty (30) days, establish corrective action(s), responsible personnel to implement and dates each action is to be completed:
7) If corrective action will take more than 30 days, attach a Corrective Action Plan approved by the Accountable Manager.
8) If follow up is recommended to be accomplished, the Quality Control Manager will establish dates for required follow-up and specific follow-up requirement.
<b>Send a copy of this package to the Quality Control Manager for any follow-up requirement:</b>
Follow-Up Date(s): _____ Requirement(s):
FORM: NBA.022.F (R2) <span style="float: right;">DATE: JANUARY 31, 2014</span>

## Appendix 5

## Glossary of Abbreviations

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<b>AD</b>	Airworthiness Directive
<b>BASA</b>	Bilateral Aviation Safety Agreement
<b>CASE</b>	Coordinating Agency for Supplier Evaluation
<b>C of A</b>	Certificate of Airworthiness
<b>CFR</b>	Code of Federal Regulations
<b>CHDO</b>	Certificate Holder's District Office (FAA)
<b>DER</b>	Designated Engineering Representative (FAA)
<b>EASA</b>	European Aviation Safety Agency
<b>EU</b>	European Union
<b>FAA</b>	Federal Aviation Administration (USA)
<b>LEP</b>	List of Effective Pages
<b>MAG</b>	Maintenance Annex Guide
<b>MTE</b>	Measurement and Test Equipment
<b>NBA</b>	North Bay Aviation
<b>NASIP</b>	National Aviation Safety Inspection Program
<b>OEM</b>	Original Equipment Manufacturer (PAH)
<b>PAH</b>	Production Approval Holder
<b>PC</b>	Production Certificate
<b>PMA</b>	Parts Manufacturing Authority
<b>PI</b>	Principal Inspector
<b>QAS</b>	Quality Assurance System
<b>QCM</b>	Quality Control Manual
<b>RSM</b>	Repair Station Manual
<b>RSTPM</b>	Repair Station Training Program Manual
<b>SFAR</b>	Special Federal Aviation Regulation (FAA)
<b>TCCA</b>	Transport Canada Civil Aviation
<b>TC</b>	Type Certificate
<b>US</b>	United States (USA)
<b>USA</b>	United States of America
<b>WO</b>	Work Order